



FACULTY CHECKLIST: TEST PROCTORING

1. SUBMIT ALL PERTINENT TEST INFORMATION (WITHIN 1-2 WEEKS OF SEMESTER)

- Log into Professor Portal and submit all pertinent information (incl. the date exam opens/closes, test instructions and materials allowed, type of test, etc.)
- Email Testing Office a copy of **syllabus** and **class roster** (testing@savannahstate.edu). Provide updates immediately when your roster includes additional students or those dropped from roster.
- Email Testing Office the **passcodes** for computer-based test access (testing@savannahstate.edu)
- Email Testing Office the **passcodes** for computer-based test access after completing professor portal information and no later than 3 days prior to the test (testing@savannahstate.edu)
- Notify testing office of any changes or updates to exam information/institutions by sending email to testing@savannahstate.edu no later than three (3) days prior to test.

2. GET STUDENTS REGISTERED TO TEST AS SOON AS POSSIBLE

- Email class the test registration link **no later than the end of first month in semester (e.g. spring 2016-January 31):** www.savannahstate.edu/testing or www.registerblast.com/ssu/exam. Highly encourage early test registration to ensure preferred and/or available test date and time.
- Post testing window for all exams in **syllabus** and **D2L** content and calendar for quick review and reminder.
- Include test dates, and other information in syllabus: List all pertinent test information in course syllabus to (test open/close dates, materials allowed, and specific instructions).
- Remind students of testing windows at least 2-3 weeks prior to test. Getting students registered timely, will allow you to process grades timely. It also prevents late registration.

3. TWO (2) WEEKS PRIOR TO TESTING WINDOW

- Review the list of students registered for your test—through Professor Portal. (You may want to make contact with those not registered ASAP.)
- Send reminder alerts of testing window: email, D2L content and calendar.
- Provide roster updates immediately and prior to each test session. (Include names of additional students or those dropped from roster).
- Ensure that your testing windows in D2L are updated correctly to ensure access to students on test day.
- If using paper-based test, print/staple all copies. Check for accuracy in numbering and test instructions. Deliver copies of paper-based tests at least 3 days prior to the test date.

4. AFTER TESTING WINDOW CLOSSES

- Check roster in Professor Portal for no-shows; encourage students to reschedule within the testing window.
- Students who request testing beyond deadline without approval will be directed to instructor of record for next steps. To prevent this issue, remind students to register early.
- For paper-based tests, check your department's main office for test pick-up within 24-48 hours of test.
- Prepare for next test, if any, by ensuring all information is submitted timely.